



RECORDS RETENTION SCHEDULE

GENERAL SCHEDULE FOR ELECTRONIC AND RELATED RECORDS

Schedule Date: June 2002



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

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RECORDS RETENTION SCHEDULE

Signature Page

General Schedule for Electronic
Agency and Related Records

June 2002
Schedule Date

Unit

Change Date

6/13/02
Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Date of Approval

Agency Records Officer

Date of Approval

State Archivist and Records Administrator
Director, Public Records Division

Date of Approval

Chairman, State Archives and Records Commission

Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Records Analyst/Regional Administrator

6-11-2002
Date of Approval

Appraisal Archivist

6/13/02
Date of Approval

State/Local Records Branch Manager

6/19/02
Date of Approval

The determination as set forth meets with my approval.

Auditor of Public Accounts

6/13/02
Date of Approval

General Schedule for Electronic and Related Records

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General Schedule for Electronic and Related Records

I. Introduction

A General Schedule is a class of records retention schedules which governs the retention and disposition of specified records common to several or all public agencies. The *General Schedule for Electronic and Related Records* covers the records common to agencies with electronic data processing systems. This schedule, like all records retention schedules, is approved by the State Archives and Records Commission for use by all state and local governmental agencies, in conjunction with their approved agency-specific retention schedules. The explanations and definitions provided below are designed to assist in the implementation of the *General Schedule for Electronic and Related Records*.

The increased use of electronic records raises the question of how government agencies should apply records management standards to electronic records and electronic record-keeping systems. Kentucky law defines public records as "all books, papers, maps, photographs, cards, tapes, disks, diskettes, recordings, and other documentary materials, regardless of physical form or characteristics, which are prepared, owned, used, in the possession of or retained by a public agency" (KRS 171.410, Section 1). Electronic records fall under the definition of public records despite the fact they are hardware and software dependent. Records management standards and principles apply to all forms of recorded information, from creation to final disposition, regardless of the medium in which the records are created and/or stored.

All public employees who develop, use and maintain electronic records and systems should be aware that records scheduling or adherence to existing schedules must be implemented for the electronic records systems used in their agencies. Ideally, records scheduling should be integrated into the development, implementation and management of electronic systems. Records management practices also encourage cost effective use of computer systems with effective scheduling and legal destruction of records. Office personnel should be trained to use this schedule for determining the *minimum* time that records must be kept to satisfy the administrative, fiscal and legal needs of the agency.

Remember, all state and local government employees are responsible for maintaining the integrity of records whether stored electronically or in hard copy. Information in record-keeping systems must be maintained and accessible, to the appropriate parties, until all of the legal, fiscal, and administrative retention periods have been met regardless of the medium.

II. How to use the General Schedule for Electronic and Related Records

Schedule format

Each record series listed in the general schedule is presented in the following format:

Series number

This number serves as the identification of the individual records series. All entries in the Electronic and Related Records section of the general schedule begin with "E" (i.e. E0001).

Records Title / Description

This is the title most commonly used for the records followed by a brief description of the contents and use of the record.

Function and Use

A very detailed description of the record series that describes the contents of the record, its use to the agency and any other relevant information about the records series.

Contents

The kind of information contained in a single record, or the types of records contained in a group of records that are filed together to make up a single series.

Disposition Instructions / Retention Rationale

The **minimum** length of time the records should be retained by the agency before their disposition can take place. The retention rationale is a brief statement that explains the reason behind the disposition of the record.

Organization of the General Schedule

The records series are divided into six broader categories based on the function of the records to the agency or possibly even a subdivision within the agency. All of the records in a particular category share a common use and purpose.

1. **GENERAL ADMINISTRATION** -- General Administration includes Electronic Data Processing (EDP) policy development, fiscal and personnel administration, planning, and the coordination of activities within EDP units and between an EDP unit and other parts of an agency. Includes records series **E0012 - E0014**
2. **SYSTEMS AND APPLICATION DEVELOPMENT** -- Systems and application development covers the EDP unit functions related to the development, redesign, modification, procurement, and testing of systems and applications, as well as to maintaining the documentation generated by these processes. Includes records series **E0007, E0015 - E0021**
3. **COMPUTER OPERATIONS AND TECHNICAL SUPPORT** -- Computer operation and technical support covers the EDP unit functions related to

operating systems, maintaining hardware and software, system security, data input services, system backup, tape library operations, job and production control, monitoring system usage, and liaison with hardware and software vendors. Includes records series **E0022 - E0044**

4. **USER/OFFICE AUTOMATION SUPPORT** -- User/Office Automation Support refers to EDP unit functions that provide support to users of a mainframe or office automation, including assisting users to solve software and hardware problems, installing hardware or software, providing training, and the review and recommendation of software for agency use. Includes records series **E0045 - E0048**
5. **NETWORK/DATA COMMUNICATION SERVICES** -- Network and Data Communication Services covers EDP unit functions related to installing and maintaining networks, diagnosing and coordinating problems on the network, monitoring circuit usage, and liaison with network providers. Includes records series **E0049 - E0054**
6. **INTERNET SERVICES** -- Internet Services covers records related to providing and monitoring services delivered and received via the Internet. Includes records series **E0055 - E0056**

III. Types (Formats) of Electronic Records

Most of the records in this general schedule are temporary records, common to the day-to-day operation of electronic systems. These records generally relate to the operation and maintenance of the electronic system, not to the programmatic function of the agency. The exception to this is series E0003 - Master Files. Master files, the core records of any electronic system, are unique files that are scheduled as part of the agency's records. Almost all of the other records in this schedule support master files in some way. A master file is a record, or group of records, that contain information that an electronic system was designed to create, store, and/or produce. This could be the text of a word processing document, the data elements in a database, or the cells in a spreadsheet. These records are usually directly related to the program function of an agency and are scheduled in an agency's KDLA-approved schedule separate from this general schedule.

Master files can be records that:

- 1) Have always been created electronically,
- 2) Records previously produced in hard copy that are now produced electronically (such as permits that used to be on paper that are available in an interactive form on a web site),
- 3) Hard copy records that are being reformatted into an electronic form (like deeds in a county clerk's office that are being scanned into a digital imaging system).

Records that were previously maintained in hard copy, but are now maintained only in electronic form, often duplicate records or replace hard copies. The electronic version

of the record has the same retention period as the previous hard copy version. If the hard copy record is approved for destruction under the agency retention schedule, the electronic version may be deleted after the same retention period has been met. When records exist in multiple formats, there are several factors to consider in choosing the best form of the document (paper, electronic or microfilm) to be kept as the official copy for the full length of the retention period.

Those factors can include:

- 1) Usefulness of document for doing computation, compilation, access or searching
- 2) Cost of preservation and/or migration for the full retention period
- 3) Reliability or authenticity for documents with legal value
- 4) Frequency of use

Always refer to the agency's retention schedule, not this general schedule, before disposing of Master File records.

Just because a record is created or stored electronically does not place it in a special category. Like paper records, the retention period, the length of time the record should be retained, is determined by the information contained in the record and the legal, fiscal, administrative and historical value that information has to the agency. Therefore, electronic versions of records have the same retention requirements as the corresponding paper version.

Master files, as well as the other General Schedule series, can consist of and/or contain records in a wide variety of formats.

WORD PROCESSING/TEXT FILES

Documents such as letters, messages, memoranda, reports, handbooks, policies and procedures, and manuals are examples of the types of records that are created in word processing applications such as Microsoft Word, Corel WordPerfect, or other applications. Some of these types of records may be contained in master files and some may be supporting material covered in this general schedule. See the [Enterprise Architecture and Standards](http://www.state.ky.us/kirm/arcstand.htm) for the current recommended word processing software (<http://www.state.ky.us/kirm/arcstand.htm>).

Documents written on hard drives or diskettes are considered works in progress or drafts until the final draft is accepted as the official version. Creators may delete drafts and revisions once the record copy has been produced. In some cases, however, the working copies should be retained if they are used to document how decisions were reached in developing programs and policies of the office or unit. If the official record copy is kept electronically, however, retain it for the retention period listed in the appropriate KDLA-approved records schedule.

Measures should be taken to protect permanent records produced by word processing software. This can be accomplished by either printing the documents and filing them

along with other paper records or preserving them in electronic form in an electronic record-keeping system. These systems have controls that manage the readability of the document over time, and facilitate the disposition of records with different retention periods at the appropriate time.

DATABASES

Databases contain information fields arranged and secured so that the information can be maintained, modified, and analyzed for use for various purposes. Databases are used to provide information on different subjects and are changed at various times by adding, deleting, or modifying data. Documents generated from selected information in databases are often produced in a report, sometimes in hard copy, and distributed; however, the databases themselves are retained primarily in electronic format.

Records generated from databases are scheduled based on their informational content. The agency's records retention schedule should identify all significant information in the database by series. The database may be scheduled as a whole system or a record series may be associated with a part of the database such as a specific table or a report. For example, the retention period for records in an initial application file might change depending on the status of the applicant. Various reports from a database can have individual retention periods based on the legal, evidential, or historical values associated with the portions of information selected for various purposes.

ELECTRONIC SPREADSHEETS

A spreadsheet is table of numbers arranged in rows and columns. Each row and column creates a cell that can contain a wide variety of data, from text to numbers to images. The most common use of spreadsheets is in the accounting and fiscal management field where paper spreadsheets have been used for years (an accounting ledger is a type of paper spreadsheet). Electronic spreadsheets allow for the almost instantaneous calculation of the complex data in the tables. Microsoft Excel and Lotus 1, 2, 3 are common spreadsheet applications. Data is entered into the individual cells in a spreadsheet similar to the data fields in a database and that individual data may be added, modified and deleted.

The retention of spreadsheets depend on the information contained in them and the functional value they have to the agency. Spreadsheets may contain summarized data out of a database used to create a periodic report with a short retention (because the important information is still retained in the database), or the spreadsheet may contain original data such as a running accounting ledger that has a longer retention. Because of their wide use in the accounting field, many spreadsheets may contain information governed by the *General Schedule for State Agencies: Fiscal Records, as well as the Local Government General Schedule, Common Records, Financial*.

In most electronic applications, multiple spreadsheets can be retained in one "workbook," for example an accounting application may store monthly totals in a workbook for an entire fiscal year. If the application contains several workbooks with several spreadsheets with different retention periods, and if the software does not easily allow deletion of individual records, delete the workbook after the longest retention period has been met.

ELECTRONIC MAIL (E-mail)

Electronic mail is a major factor in many state agencies since correspondence, memos, and reports are increasingly sent and stored electronically. E-mail records do fall under the statutory definition of public records. Senders and recipients of e-mail must be aware that the legal standards for the retention and disposition of public records also apply to e-mail. Categories of e-mail messages include official, general and routine, the same as that of hard copy office correspondence.

Official e-mail correspondence is defined as documenting the major functions, activities and programs of the agency. Electronic mail that falls under this definition **must be retained under the guidelines of the *General Schedule for State Agencies: Miscellaneous Records* (series M0001) or the *Local Government General Schedule, Common Records Administrative* (series L4954).**

General e-mail correspondence which is non-policy in nature and not critical to the administrative, fiscal, or legal requirements can be deleted in accordance with guidelines in the *General Schedule for State Agencies: Miscellaneous Records* (series M0002) and the *Local Government General Schedule, Common Records Administrative* (series L4955).

Routine e-mail correspondence is defined as form letters, notices of meetings, and duplicates and forwarded messages from other offices. Non-permanent e-mail includes information-only copies of memoranda or attachments; notes of a transient nature, such as a change in a meeting schedule; and messages and attachments that are the responsibility of the sender.

For more information, see "[The Status of Electronic Mail as a Public Record,](http://www.gotsource.net/dscgi/ds.py/Get/File-8820/Status_of_Electronic_Mail_as_a_Public_Record.c)" issued by the [Kentucky Governor's Office for Technology](http://www.gotsource.net/dscgi/ds.py/Get/File-8820/Status_of_Electronic_Mail_as_a_Public_Record.c) located at:
http://www.gotsource.net/dscgi/ds.py/Get/File-8820/Status_of_Electronic_Mail_as_a_Public_Record.c

IMAGING AND GRAPHICS FILES

Optical Imaging (Scanning)

The most common use for optical imaging is to convert hard copy records (usually paper, although microfilm can be scanned also) into an electronic form. Some reasons for this type of format conversion are:

- 1) For placement of records on a local area network (LAN) or on the Internet for increased access,

- 2) To utilize the increased power of electronic indexing and searching found in electronic documents, and
- 3) To allow for electronic storage and retrieval of documents.

Imaging documents does not normally change the contents of the record or the type of record that it is. However the selection of the official copy to be kept depends on the length of the document's retention. The Policy Memorandum on Optical Storage of Public Records issued by the Kentucky Department for Libraries and Archives (PM 96-1, Updated September 25, 1998) contains the following guideline on records stored on optical systems. "Public records which are either, (1) scheduled as permanent or, (2) whose vital retention status is ten years or greater, must have manual, eye-readable counterparts." This is because the archival standards for permanence have not yet been met by electronic systems and optical disk media. Some exceptions to this policy are allowed. For further information on optical imaging, refer to the [Policy Memorandum on Optical Storage](http://www.kdla.state.ky.us/pubrec/imagpol.htm) see <http://www.kdla.state.ky.us/pubrec/imagpol.htm>

Graphics Files

Graphics files are computer files that store an image (e.g., photograph, drawing). These files can be "born digital" (pictures taken with a digital camera) or they can be hard copy images reformatted (scanned) into a digital file. Graphical images are divided into two basic types:

1. **Raster-based files** (also referred to as bitmapped images) store the image as a collection of pixels. Raster graphics are the most widely used image formats on the Internet. Common types of raster-based file formats include:
 - Tagged Image File Format (TIFF) files, which are widely usable in many different software programs.
 - Joint Photographic Experts Group (JPEG) and Graphics Image File Format (GIFF) files, which are widely used for Internet applications.
2. **Vector-based files** retain the image as geometric shapes stored as mathematical formulas, which allow the image to be scaled (resized) without distortion. Vector-based files can also generate three dimensional images. This type of file format is found most often in the engineering, architecture, and mapping fields. Common types of vector-based file formats include:
 - Computer Assisted Design (CAD) and Drawing Interchange Format (DXF) files, which are widely used in computer-aided design software programs, such as those used by engineers and architects.
 - Computer Graphics Metafile (CGM) files, which are widely used in many image-oriented software programs (e.g., PhotoShop) and offer a high degree of durability.

Graphical images can be separate files themselves, imbedded in, or attached to, word processing documents, spreadsheets, e-mail, and web pages. Retention of image files, like all files, is based on the content and the value to the agency. Image files can be master files that are scheduled in an agency's KDLA-approved retention schedule, or they may be files that are covered under this general schedule. For example photographs, digital or paper, that document agency activity are scheduled in the *General Schedule for State Agencies: Miscellaneous Records* (series M0047).

VIDEO AND AUDIO FILES

These files contain moving images (e.g., digitized video, animation) and sound data. They are most often created and viewed in proprietary software programs and stored in proprietary formats. Common files formats in use include QuickTime and Motion Picture Experts Group (MPEG) formats. These files are not that common but are part of a constantly evolving technology and may become more prevalent in the future as agencies offer more and more services over the Internet. These files may be master files (such as a promotional CD or DVD) or could be imbedded in a document (such as a speech or song on a web page). Videos and Motion Pictures that document agency activity are scheduled in the *General Schedule for State Agencies: Miscellaneous Records* (series M0046 and M0048 respectively). Speeches given by agency administrative heads are scheduled in the *General Schedule for State Agencies: Miscellaneous Records* (series M0010) and *Local Government General Schedule, Common Records, Executive Authority* (series L4937).

WEB SITES

State (and local) government agencies are increasingly using Intranets and the World Wide Web instead of or in conjunction with paper documents to publish information about their programs and activities, and to conduct business. These websites may be a simple, static page that lists the hours of operation and a contact phone number, or they may be a complex website with multiple pages and interactive databases that allow remote users to add and delete data 24 hours a day. Some sites are conducting business transactions and storing sensitive data (such as credit card numbers or personal identifying information.) Materials provided on agency websites must be managed as other agency records are. Documents that would qualify as official records with permanent or long-term value should be captured and retained (either in hard copy or electronically). This may apply to individual parts of the agency website or it may apply to the entire site. Web documents that do not set or document official policies or procedures and are of a transitory nature may be deleted once their retention period has been met.

The information and layout of some websites is constantly changing. There is currently no mandate for the retention of the entire website. Agencies should evaluate their site and develop a strategy for documenting the site as information changes. This assessment is based on the type and amount of information found on the website and, most importantly, the level of risk to the agency (legal, fiscal, or administrative) if that information is lost or unavailable. For more information and guidance go to the KDLA Public Records Division's site on [Web Site Recordkeeping](http://www.kdla.state.ky.us/pubrec/Recordkeeping%20for%20web.htm) located at <http://www.kdla.state.ky.us/pubrec/Recordkeeping%20for%20web.htm>

For more detailed information on file formats see the KDLA Public Records Division's [Guidelines on File Formats](http://www.kdla.net/pubrec/Electronic_Records_Format_Guidelines.html) located at:
http://www.kdla.net/pubrec/Electronic_Records_Format_Guidelines.html

IV. Further Information

For further information or explanation of the General Schedule for Electronic and Related Records, or for assistance or advice in handling electronic records please contact the

Kentucky Department for Libraries and Archives,
Public Records Division
300 Coffee Tree Road, P.O. Box 537
Frankfort KY, 40602-0537
(502)564-8300

Visit our web site at:
<http://www.kdla.net>

For assistance with general records management and records scheduling contact:

State Records Branch
Diana Moses, branch manager
diana.moses@kdla.net
(502)564-8300 ext. 237

Local Records Branch
Jerry Carlton, branch manager
jerry.carlton@kdla.net
(502)564-8300 ext. 255

For assistance with electronic records issues contact:

Technology Analysis and Support Branch
Glen Mcaninch, branch manager
glen.mcaninch@kdla.net
(502)564-8300 ext. 242

or

Mark Myers, electronic records specialist
mark.myers@kdla.net
(502)564-8300 ext. 244

V. Glossary of Electronic and Records Management Terms

The **Electronic Data Processing** (EDP) unit is the unit in state agencies that handle electronic records.

An **electronic record-keeping system** is a special type of electronic system that is designed to maintain records in a secure environment and allow for the proper application of multiple retention periods.

An **electronic system** is defined as a database program file or a group of program files used to accomplish a function of state government business.

There are three (3) types of **E-mail Correspondence**:

Routine e-mail correspondence is defined as form letters, notices of meetings, and duplicates and forwarded messages from other offices. Non-permanent e-mail includes information-only copies of memoranda or attachments; notes of a transient nature, such as a change in a meeting schedule; and messages and attachments that are the responsibility of the sender.

General e-mail correspondence which is non-policy in nature and not critical to the administrative, fiscal, or legal requirements can be deleted in accordance with guidelines in the *General Schedule for Miscellaneous Records* (series M0002) and *Local Government General Schedule, Common Records, Administrative* (series L4955),.

Official e-mail correspondence is defined as documenting the major functions, activities and programs of the agency. Electronic mail that falls under this definition **must be retained under the guidelines in the *General Schedule for Miscellaneous Records* (series M0001) and *Local Government General Schedule, Common Records, Administrative* (series L4954).**

Record copy and **Official copy** are the copies of the record that the agency recognizes. This is the copy of the record that has to be retained for the entire retention period.

Hard copy records are paper printouts of computer output.

A record that is **eye-readable** can be interpreted by the naked eye, without having to rely on hardware or software. Microfilm is considered eye-readable because it only has to be magnified to be read. Electronic records are stored in binary code (a series of 1's and 0's) that must be interpreted by hardware and software.

Intranets are restricted access networks, usually confined to a single agency. Most documents on an intranet are stored as web pages so they appear to be the same as on the Internet. Intranets are used to allow multiple people within an agency to access and exchange documents in a relatively secure environment.

A **Local Area Network (LAN)** is a network that connects several computers located nearby, usually in the same room or building, to allowing them to share files and devices such as printers. By contrast, a Wide Area Network (WAN) connects computers in remote locations.

A **pixel** is an individual dot, or point, that makes up a graphical image. In raster-graphical images, the image is divided into a series of pixels. Most computer monitors and printers display images in pixels. Image resolution is measured in the number of dots per inch (dpi). The higher concentration of dpi, the sharper the image.

General Schedule for Electronic and Related Records

E- 1

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
Master Files				
E0003	Master Files (including Master Files that are components of Database Management Systems) Electronic versions of records scheduled for destruction under approved schedules.	This series consists of organized and consistent sets of information found within a computer file. This information could be the text of a word processing document, the individual data elements found within a database, the data contained in a spreadsheet, or the graphical images on a website. These records could replace, in whole or in part, hard copy administrative records scheduled for disposal under a KDLA-approved schedule. (ie: if an agency began creating or receiving electronic reports that had previously been created in paper.) Master files could also consist of the same information that is contained in all or portions of the disposable record(s) it replaces or duplicates. (ie: if an agency is imaging paper records) The same retention period and disposal instructions apply to the electronic master file that applied to the previous paper record. Check the KDLA-approved schedule to determine the retention period for the master file. Which media version of the records (paper or electronic) an agency should retain depends on a variety of factors such as cost, any potential legal requirements/restrictions, frequency of reference, and the total retention period of the records in question.	These records could consist of the text of a word processing document, the data elements found within a database, or the graphical images on a website.	Delete after the expiration of the retention period authorized in a KDLA-approved schedule for the disposable hard copy file or when no longer needed, whichever is later. Which media version of the records (paper or electronic) an agency should retain depends on a variety of factors such as cost, any potential legal requirements/restrictions, frequency of reference, and the total retention period of the records in question.

General Schedule for Electronic and Related Records

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Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
1. General Administration				
E0012	Data Processing Unit Subject Files Records used to support the administration of the agency data processing services.	Correspondence, memoranda, reports, publications, and related records used to support the administration of agency data processing services. These records may exist in either paper or electronic form. Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). When archival electronic records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation. EXCLUDING system documentation, this series is covered separately (See items E0016, E0017, E0019, and/or E0023)	Correspondence, memoranda, reports, publications, and related records.	Delete/Destroy when obsolete or superseded. Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation and source code in an accessible format. This is particularly crucial if the related records are judged to be archival (have long term and secondary research value beyond the agency). When archival electronic records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation. These records have no legal or fiscal value.
E0014	Data Processing Policies Records of data processing policies covering access and security, systems development, data retention and disposition, and data ownership.	Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership. These records may exist in either paper or electronic form.	Records covering access and security, systems development, data retention and disposition, and data ownership.	Destroy 3 years after policy is withdrawn, revised, updated, or superseded. Policies may be needed for reference and management audit purposes for a number of years after they are no longer in force

General Schedule for Electronic and Related Records

E- 3

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
2. Systems and Application Development				
E0007	Technical Reformat File	This series consists of electronic files consisting of data copied from a master file or database for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the State Archives.	COM (Computer Output Microfilm), COLD (Computer Output Laser Disk), Digital to microfilm conversion.	Delete when no longer needed
E0015	Application Development Project Files Records created and used in the development, redesign, or modification of an automated system or application.	Records created and used in the development, redesign, or modification of an automated system or application. These may include project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence. These records may exist in paper or electronic form. Note: In some circumstances, agencies may wish to maintain these files longer for reference. All relevant information and final documentation should be contained in system and application documentation files (see items E0016 and E0017).	Project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence. Records Not Covered: System or application documentation (see items E0016 and E00177)	Delete/Destroy 3 years after system is no longer in use. Note: In some circumstances, agencies may wish to maintain these files longer for reference. All relevant information and final documentation should be contained in system and application documentation files (see items E0016 and E0017). Records may be needed up to 3 years after the conclusion of a project for reference or for management audit purposes.
E0016	Data Systems Specifications User and operational documentation describing how an application system operates from a functional user and data processing point of view.	User and operational documentation describing how an application system operates from a functional user and data processing point of view. May include records documenting data entry, manipulation, output and retrieval (often called "system documentation records"), records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications. These records may exist in paper or electronic form.	Records documenting data entry, manipulation, output and retrieval (often called "system documentation records"), records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications. Records Not Covered: Data documentation and other records used to explain the meaning, purpose, or origin of data (see item E0017).	Destroy 3 years after discontinuance of system but not before system data is destroyed or transferred to new operating environment. Current and accurate information on how an application system operates is needed throughout its life cycle. System documentation may be needed 3 years after the system is discontinued or modified for the admissibility of electronic records in legal proceedings, retrospective analysis, and remedying errors.

General Schedule for Electronic and Related Records

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Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0017	Data Documentation Records generally created during development or modification and are necessary to access, retrieve, manipulate and interpret data in an automated system.	<p>These records generally created during development or modification and are necessary to access, retrieve, manipulate and interpret data in an automated system. May include data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. These records may exist in paper or electronic form. These records are essential for managing electronic records in agency automated information systems and have value as long as the data/electronic records are retained. Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). When archival electronic records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation.</p> <p>Application design documentation and user's guides covered by item E0016 may also serve to explain how data was interpreted and used.</p>	<p>Data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.</p>	<p>Destroy 3 years after discontinuance of system or application but not before system's or application's data is destroyed or transferred to a new structure or format. Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). When archival electronic records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation.</p> <p>These records are essential for managing electronic records in agency automated information systems and have value as long as the data/electronic records are retained.</p>

General Schedule for Electronic and Related Records

E- 5

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0018	Special Purpose Programs/Source Code Application software or automated program code necessary to maintain and operate an automated information system.	These records consist of the application software or the automated program code which generates the machine-language instructions used to maintain a master file or database or operate an automated information system. Note: This item coincides with item E0027, System Backup Files. It assumes that the files are maintained (backed-up) and disposed in accordance with accepted data processing practice; i.e., that 3 generations of backups be retained (see item E0027).		<p>Delete when related master file, database, or application is no longer in use and has been deleted, but not before audit requirements have been met. Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation/source code in an accessible format. This is particularly crucial if the related records are judged to be archival (have long term and secondary research value beyond the agency). When archival electronic records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation.</p> <p>These records are the instructions used to operate an application system. After the code is modified or replaced and the related system is no longer in use it has little administrative or legal value.</p>
E0019	Technical Program Documentation Document modifications to computer programs.	These are the paper copy of program code, program flowcharts, program maintenance log, system change notices, and other records that document modifications to computer programs. These records are used for reference, backup, system audits, to insure adequacy of change documentation, or to rectify errors in program implementation.	Paper copy of program code, program flowcharts, program maintenance log, system change notices, and other records that document modifications to computer programs.	<p>Destroy 3 years after replacement, modification, or related programs cease to be used. Note: Agencies may consider retaining documentation for critical systems for a longer period.</p> <p>Records are used for reference, backup, system audits, to insure adequacy of change documentation, or to rectify errors in program implementation up to a year after related programs are replaced, modified, or cease to be used.</p>

General Schedule for Electronic and Related Records

E- 6

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0021	Test Database/Files Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system	Routine or benchmark data sets, related documentation, and test results.	Destroy when no longer needed but not before user acceptance is documented and retained 3 years for audit requirements, and management reviews and approves test results. Agencies' practices vary in the management of test files. These materials can be considered and are often managed as transitory records. However, other agencies retain test data for an extended time period for continued testing and training. This retention period gives agencies the flexibility to retain
3. Computer Operation and Technical Support				
E0022	Data Processing Operating Procedures Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.	This series consists records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation. They may exist in either paper or electronic form and should be disseminated to all employees that are required to operate the data processing system.	Procedures manual(s) for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.	Destroy 3 years after procedure is withdrawn, revised, updated, or superseded. Operating procedures must be retained and accessible as long as they are in force. Outdated procedures may be necessary for reference and management audit purposes for up to 3 years after they are no longer used for active administration.

General Schedule for Electronic and Related Records

E- 7

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0023	Data Processing Hardware Documentation Records documenting the use, operation, and maintenance of an agency's data processing equipment.	This series consists of records documenting the use, operation, and maintenance of an agency's data processing equipment. These records may be in either paper or electronic form and may include any and all operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Includes operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Destroy after the agency no longer uses related hardware and all data is transferred to and made useable in new hardware environment. Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). When archival electronic records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation. Note: Routine records that do not contain substantial information on the maintenance history or equipment should be destroyed on an annual basis. These records have no value after the agency ceases to use related hardware and transfers the data to a new hardware environment.

General Schedule for Electronic and Related Records

E- 8

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0024	Maintenance Contracts Files Maintenance contracts for data processing equipment, and related records.	This series is made up of maintenance contracts for data processing equipment, and related records including copies of contracts, service histories, and work orders. These records may exist in paper or electronic form.	Maintenance contracts for data processing equipment, copies of contracts, service histories, and work orders.	<p>Destroy record copy 3 years after expiration of contract or final payment, whichever is later. Destroy other copies when no longer needed for administrative reference. Note: Before disposing of these records, agencies must ensure that no legal actions have been initiated which might require access to them.</p> <p>Agencies must retain official copies of agency-let service contracts and related records for 3 years after the contract expires to satisfy the statute of limitations on litigation.</p>
E0025	Operating System and Hardware Conversion Plans Records relating to the replacement of equipment or computer operating systems.	These records deal with the replacement of equipment or computer operating systems due to hardware/software obsolescence or maintenance and should be part of regular migration/conversion schedule built into the design of the system. These records may exist in either paper or electronic form.		<p>Destroy 1 year after successful conversion.</p> <p>Plans may be needed after conversions for reference and to deal with unforeseen issues and problems.</p>
E0026	Disaster Preparedness and Recovery Plans Records related to the protection and reestablishment of data processing services and equipment in case of	This series consist of records related to the protection and reestablishment of data processing services and equipment in case of a disaster. These records may exist in either paper or electronic form. They should be backed-up or copies made, with some copies stored off-site in secure location. The plans should be updated on a regular basis and all personnel should be trained in the procedure for implementation of the plans.	Disaster recovery manuals, Business continuity plans, inventories, procedure plans, contact lists.	<p>Destroy after 3 years after superseded by revised plan and after audit requirement is met. Note: Agencies should store disaster preparedness and recovery plans in a secure area off-site from the computer installation to which they refer.</p> <p>A current disaster preparedness and recovery plan should be developed and retained by agencies.</p>

General Schedule for Electronic and Related Records

E- 9

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0027	System Backup Files Copies of records needed to restore a system in case of a disaster or inadvertent destruction.	This series consists of copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction. These backups are usually done on a regular basis and are not intended for recordkeeping purposes. Some backup media should be stored off-site in a secure location. Backups used to document transactions or retained for purposes other than system security should be scheduled separately by the responsible program unit. Note: It is advisable that for many application systems 2 or 3 copies of backups be produced during each cycle.	Copies of master files or databases, application software, logs, directories, and other records	Destroy after 3 system backup cycles. This item authorizes the disposal of backups in accordance with accepted data processing practice that 3 generations of backups be retained.
E0028	System Users Access Records Records created to control or monitor individual access to a system and its data created for security purposes.	This series consists of electronic or textual records created to control or monitor individual access to a system and its data. These records are primarily created for security purposes, although some records, particularly user account records, are needed for data processing or fiscal audits. These records may include user account records, security logs, and password files. Computer Usage Records (item E0029) may also serve some security purposes. (Related records E0029, E0030, E0034, E0036, E0052, E0053, E0055, E0056)	May include user account records, security logs, and password files.	Destroy 1 year after the individual no longer has access to the system but not before audit requirements for the records modified by that individual have been met. Some records, particularly user account records, are needed for data processing or fiscal audits as long as the records the user accessed are retained for audit purposes. The retention period ensures that the security
E0029	Computer Usage Files Electronic files or automated logs created to monitor computer system usage.	Electronic files or automated logs created to monitor computer system usage. Records in this series may include log-in files, system usage files, charge-back files, data entry logs, and records of individual computer program usage. These records may be needed for summary reports, charge-back billing, system audits, or may be related to other purposes such as system security or evaluation of overall system performance (Related records, E0028, E0030 - Network usage E0052, E0053 - Internet usage E0055, E0056).	Log-in files, system usage files, charge-back files, data entry logs, and records of individual computer program usage. Records Not Covered: Security logs and related records (see item E0028).	Destroy after no longer needed, but not before all audit or legal requirements for the record have been met. Records may be needed for summary reports, charge-back billing, system audits, or other purposes.

General Schedule for Electronic and Related Records

E- 10

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0030	Summary Computer Usage Reports Reports created to document computer usage for reporting or cost recovery purposes.	Summary reports and other paper records created to document computer usage for reporting or cost recovery purposes. These records may complement records needed for reporting, reference, charge-back billing, system audits, system security, or other purposes (Related records E0028, E0029, E0034, E0036, E0052, E0053, E0055, E0056)		Destroy after no longer needed, but not before all audit or legal requirements for the record have been met. Records may be needed for reporting, reference, charge-back billing, system audits, system security, or other purposes..
E0031	Computer Run Scheduling Records Records used to schedule computer runs and document the successful completion of a run.	This series is used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run. Scheduling records for the current fiscal year may be needed for audits. Information on runs may also be retained in internal system logs, which should be retained with system backup covered by item E0027 and computer usage records covered by item E0030.	Daily schedules, run reports, run requests and other records documenting the successful completion of a run.	Destroy after current fiscal year. Scheduling records for the current fiscal year may be needed for audits. Information on runs also retained in internal system logs, which should be retained with system backup covered by item E0027 and computer usage records covered by item E0030.
E0032	Input/Source Documents Copies of records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and original records are retained by the program unit.	This series consists of electronic and paper documents and/or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as needed for signatures) and not previously scheduled for retention in an approved agency records retention schedule. May also include electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency. Input records retained for fiscal audit or legal purposes, or, containing information needed by a program unit, should be scheduled by the responsible program unit. Input records that document valid transactions are covered by item E0034. Input records which serve a fiscal audit purpose may be covered by items in the Fiscal Operations records section of this schedule.	Electronic or paper files or records that may contain uncalibrated and unvalidated data, documents to be reformatted into electronic media.	Delete/Destroy when data have been entered into the master file database and verified, or when no longer required to support reconstruction of, or serve as backup to master file or database, whichever is later, but not before audit requirements are met. Records used solely for data input to an automated system have no value after data has been entered and verified. Note: Authentication of the system and its contents requires validation of input source documents to meet legal and fiscal requirements.

General Schedule for Electronic and Related Records

E- 11

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0033	Work/Intermediate Files Records used to facilitate the processing of a specific job/run or to create, update, modify, transfer, manipulate, or sort data within an automated system.	Records used to facilitate the processing of a specific job/run or to create, update, modify, transfer, manipulate, or sort data within an automated system when all transactions are captured in a master file, central file, valid transaction file, or database, and the file is not retained to provide an audit trail. Records Not Covered: Intermediate files retained to document valid transactions, to serve as an audit trail, or needed for system recovery backup.	Batch updates to a database that require user approval before data is altered.	Destroy after the transaction is completed. Agencies generally manage these types of files as transitory records and do not retain them to document agency business or because of the information they contain.
E0034	Valid Transaction Files Records used to update and/or document a transaction in database or master file.	Records used to update and/or document a transaction in database or master file. Valid transaction records are retained to create an audit trail for a master file/database and can be used to recreate a database/master file or document changes in a master file/database for legal admissibility purposes. These records may include valid transaction files, DBMS log, update files, and similar records, and not retained to document a program unit action or for fiscal audit purposes. Records used to document a program unit's actions (e.g., receipt of a voucher, issuance of a check), as opposed to a strictly data processing transaction, or needed for fiscal audit or legal purposes, should be separately scheduled by the responsible program unit. (Related record E0036)	Valid transaction files, DBMS log, update files, and similar records, and not retained to document a program unit action or for fiscal audit purposes.	Destroy after 3 database/master file backup cycles. Valid transaction records are retained to create an audit trail for a master file/database and can be used to recreate a database/master file or document changes in a master file/database for legal admissibility purposes. The retention of such records for 3 update cycles conforms with standard data processing practices.
E0035	Print Files (Not Used to Document a Transaction) Source output data extracted from the system to produce hard copy publications, printouts of tabulations, ledgers, registers, reports, or other documents.	Source output data extracted from the system to produce hard copy publications, printouts of tabulations, ledgers, registers, reports, or other documents when the files are not needed for audit purposes or to document program unit transactions. Print files needed for fiscal audits or retained to document transactions should be separately scheduled by the responsible program unit. For summarized or extracted data files, see E0038. For files used as a means by which data could be reformatted to another medium to meet storage requirements, see E0007.	Hard copy publications, printouts of tabulations, ledgers, registers, reports	Destroy after all print runs are completed, output verified (if required), and agency has no need to reproduce the report. These records have limited value after all related print runs are completed and the output verified. In many cases, agencies will not manage print files as records.

General Schedule for Electronic and Related Records

E- 12

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0036	Audit Trail Files Data used to validate a master file or database during a processing cycle.	Audit trail files consist of data generated during the creation of a master file or database used to validate a master file or database during a processing cycle. Audit files are retained to create a management audit trail for and to ensure the quality of data (quality control). They can aid in recreating or documenting changes in a master file or database for legal admissibility or other purposes by validating the that the system is operating as it is designed to (authentication). Combined with item E0034, audit trail files may also be used to document that a transaction has taken place, recording date, time, user, ect. (business tracking/verification)	Examples of database fields that might be used as an audit trail include: Date Stamp, Time Stamp, User's ID, Account # accessed, Item that was changed (before and after)	Destroy after no longer needed, but not before all audit or legal requirements for the record have been met. Audit files are retained to create a management audit trail for and to ensure the quality of data. They can aid in recreating or documenting changes in a master file or database for legal admissibility, fiscal audit, or other purposes. The retention of audit files for 3 backup cycles conforms with standard data processing practices.
E0038	Summary or Extracted Data Files Summary or aggregate data from a master file or database and created solely to distribute data to individuals or program units (in a report) for reference and use, but not altered or augmented to support program-specific needs.	This series consists of reports that contain summarized or aggregated information created by combining data elements or individual observations, or extracting files from a single master file or database that is disposable under a KDLA general schedule item or is authorized for deletion by a disposition job approved by KDLA after January 1, 1988, EXCLUDING data files that are: a) created as disclosure-free files to allow public access to the data; or b) created from a master file or database that is unscheduled, or was scheduled as permanent but no longer exists, or can no longer be accessed; c) created by an extraction process which changes the informational content of the source master file or database; which may not be destroyed before securing KDLA approval. (For print and technical reformat files see E0035 and E0007)	Statistical reports, monthly reports, extracted reports.	Delete/Destroy when no longer needed for current business. These records are produced to distribute data to an EDP unit's clients and have no value once this is accomplished.

General Schedule for Electronic and Related Records

E- 13

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0039	Finding Aids (Indexes) or Tracking Systems Electronic indexes, lists, registers, and other finding aids used only to provide access to the hard copy and electronic records.	This record consists of electronic indexes, lists, registers and other finding aids used only to provide access to records authorized for destruction by this general schedule or a KDLA-approved schedule, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records. Finding aids and tracking systems of program units other than data processing units should be scheduled by the responsible program unit in conjunction with the related program records. Tracking systems used for audit purposes are scheduled under item E0034, and E0036)	Electronic indexes, lists, registers, and other finding aids. Databases associated with imaging/document management systems.	<p>Destroy after the related hard copy or electronic records have been destroyed. Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). When archival electronic records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation.</p> <p>Finding aids and tracking systems have no value after the related records are destroyed.</p>
E0040	Automated Tape Library System Files Automated records used to control the location, maintenance, and disposition of magnetic media in a tape library.	This series consists of automated records used to control the location, maintenance, and disposition of magnetic media in a tape library.		<p>Destroy after related records or media are destroyed or withdrawn from the tape library.</p> <p>Tape libraries have little need to access information on media or records after they are out of their custody. The retention period is in conformance with typical data processing practice.</p>

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E- 14

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0042	Tape Library Control Records Records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.	This series consists of records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs. These records may exist in paper or electronic form. (Related record E0036)	Reports on the destruction of files, list of holdings and control logs.	Destroy after superseded. Retention insures that current information on media stored in tape library is available.
E0044	Data/Database Dictionary Reports Periodic printouts from a data/database dictionary system.	This series consists of periodic printouts from a data/database dictionary system. It includes data element attribute reports, database schema, and related records used for reference purposes. The official copy of essential data documentation is covered by either item E0017 or E0043	Includes data element attribute reports, database schema, and related records.	Destroy when superseded or no longer used by agency, but not before audit requirements are met. Records have no administrative value after need for reference ceases.
4. User/Office Automation Support				
E0045	Site/Equipment Support Files Records documenting support services provided to specific data processing equipment or installations.	This series consists of records documenting support services provided to specific data processing equipment or installations. These include site visit reports, program and equipment service reports, service histories, and correspondence and memoranda that document the day-to-day maintenance of the system equipment. These records may exist in paper or electronic form. (Related record E0047, E0049, E0050, E0051)	Site visit reports, program and equipment service reports, service histories, maintenance logs, and correspondence and memoranda.	Destroy site visit reports, problem and equipment service reports, and routine correspondence and memoranda 3 years after creation. Destroy service histories and other summary records after the related equipment is no longer in use. After the related equipment is no longer in operation the records have limited value.

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E- 15

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0046	Help Desk Telephone Logs and Reports Records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	This series consists of records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes. These records are needed to monitor user problems and equipment use, to compile monthly and annual statistics, and for reference for planning, management analysis, and other administrative purposes. These records may exist in paper or electronic form. (Related record E0046)		Destroy 1 year after creation. Records are needed for at least 1 year to monitor user problems and equipment use, to compile monthly and annual statistics, and for reference for planning, management analysis, and other administrative purposes.
E0047	Training Course Information Records relating to training courses run by a data processing user support or office automation support unit.	This series consists of memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit.	Memoranda, flyers, catalogues, registration forms, rosters, and other records.	Destroy when superseded or obsolete, but retain summary schedule documenting training provided to users until audit requirements are met. Records have limited administrative value after they are no longer needed to support active training programs.
E0048	Software Review Files Records related to the review and recommendations for software for agency use.	This series consists of records related to the review and recommendations for software for agency use. These records include vendor information, manuals, software reviews, and related material.	Includes vendor information, manuals, software reviews, and related material.	Destroy after software is no longer used by agency, but not before audit requirements are met. Records have limited administrative value once use of software ceases.

General Schedule for Electronic and Related Records

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Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
5. Network/Data Communication Services				
E0049	Network Site/Equipment Support Files Records documenting support services provided to specific sites and computer to computer interfaces on a network.	This series consists of records documenting support services provided to specific sites and computer to computer interfaces on a network. They may include site visit reports, trouble reports, service histories, and correspondence and memoranda. (Related record E0045, E0050, E0051)	Includes site visit reports, trouble reports, service histories, and correspondence and memoranda.	Destroy site visit reports, trouble reports, and routine correspondence 3 years after creation. Destroy service histories and other summary records after the related equipment or site is no longer in use. Note: Routine records that do not contain substantial information on the maintenance history or site can be weeded and destroyed on an annual basis. The records have limited value after the related site or equipment is no longer in operation.
E0050	Inventories of Circuits, Network Connections (Hubs) Records containing information on network circuits used by the agency.	This series consists of automated or paper records containing information on network circuits used by the agency. They may include items such as circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other relevant information about the circuit. (Related record E0045, E0050, E0051)	Includes circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other relevant information about the circuit.	Destroy after the circuit is no longer used by agency. The records have no value after the related circuit is no longer in operation.

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E- 17

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0051	Network or Circuit Installation and Service Files Copies of requests by agencies to GOT or service provider for data communication service, installation, or repair and response to the request.	This series consists of copies of requests by agencies to GOT or service provider for data communication service, installation, or repair and response to the request. They may include items such as work orders, correspondence, memoranda, work schedules, copies of building or circuitry diagrams, and copies of fiscal documents. (Related record E0045, E0050)	Includes work orders, correspondence, memoranda, work schedules, copies of building or circuitry diagrams, and copies of fiscal documents.	<p>Destroy 1 year after request is filled or repairs are made. Note: Before disposing of these records, agencies must ensure that no legal actions have been initiated which might require access to them.</p> Records should be retained 1 year for management analysis and planning.
E0052	Network Usage Files Electronic files or automated logs created to monitor network usage.	This series consists of electronic files or automated logs created to monitor network usage. These records may be needed for summary reports, system audits, system security, or other purposes. (Related records E0028, E0029, E0030, E0034, E0036, E0053, E0055, E0056))	May include log-in files and system usage files.	<p>Retain until no longer needed, but not before any appropriate review and verification.</p> Records may be needed for summary reports, system audits, system security, or other purposes.
E0053	Network Usage Reports Summary reports and other records created to document computer usage for reporting or other purposes.	This series consists of summary reports and other records created to document computer usage for reporting or other purposes. These records may be needed for reporting, reference, charge-back billing, system audits, system security, evaluation of system performance, or other purposes. These records may exist in paper or electronic form. (Related records E0028, E0029, E0030, E0034, E0036, E0052, E0055, E0056)		<p>Destroy 1 fiscal year after creation, but not before audit requirements are met.</p> Records may be needed for reporting, reference, charge-back billing, system audits, system security, or other purposes for 1 fiscal year after they were created.
E0054	Network Implementation Project Files Agencies' records used to plan and implement a network.	This series consists of an agencies' records used to plan and implement a network and may include reports, justifications, working diagrams of proposed network, wiring schematics, and diagrams.	Includes reports, justifications, working diagrams of proposed network, wiring schematics, and diagrams.	<p>Destroy after superseded, but not before audit requirements are met.</p> Records are essential for operating a network.

General Schedule for Electronic and Related Records

E- 18

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
6. Internet Services				
E0055	Agency Internet Services Logs Electronic files or automated logs created to monitor access and use of agency services provided via the Internet.	This series consists of electronic files or automated logs created to monitor access and use of agency services provided via the Internet. These records may include services provided via an agency gopher site, FTP (file transfer protocol), or World Wide Web site, or via agency Telnet services. This series may be needed to document services provided by the agency and access/use of these services by its customers. Records may be used for summary reports, system audits, system security, or other purposes. (Related records E0028, E0029, E0030, E0034, E0036, E0052, E0053, E0056)		Destroy after no longer needed, but not before audit or legal requirements for the record have been met. Records may be needed to document services provided by the agency and access/use of these services by its customers. Records may be used for summary reports, system audits, system security, or other purposes.
E0056	Employee Internet Use Logs Electronic files or automated logs created to monitor and control use of the Internet by agency employees.	This series consists of electronic files or automated logs created to monitor and control use of the Internet by agency employees. These records may include services provided via an agency gopher site, FTP (file transfer protocol), or World Wide Web site, or via agency Telnet services. This series may be needed to document services provided by the agency and access/use of these services by its customers. Records may be used for summary reports, system audits, system security, or other purposes. (Related records E0028, E0029, E0030, E0034, E0036, E0052, E0053, E0055)		Retain until no longer useful, but not before any appropriate review and verification. Records may be needed for audits, system security, summary reports, planning, or other purposes.

General Schedule for Electronic and Related Records

E-19

Series	Records Title	Function and Use	Contents	Disposition Instructions
	Description			Retention Rationale
E0054	Network Implementation Project Files Agencies' records used to plan and implement a network.	This series consists of an agencies' records used to plan and implement a network and may include reports, justifications, working diagrams of proposed network, wiring schematics, and diagrams.	Includes reports, justifications, working diagrams of proposed network, wiring schematics, and diagrams.	Destroy after superseded. Records are essential for operating a network.
6. Internet Services				
E0055	Agency Internet Services Logs Electronic files or automated logs created to monitor access and use of agency services provided via the Internet.	This series consists of electronic files or automated logs created to monitor access and use of agency services provided via the Internet. These records may include services provided via an agency gopher site, FTP (file transfer protocol), or World Wide Web site, or via agency Telnet services. This series may be needed to document services provided by the agency and access/use of these services by its customers. Records may be used for summary reports, system audits, system security, or other purposes. (Related records E0028, E0029, E0030, E0034, E0036, E0052, E0053, E0056)		Destroy after no longer needed but not before audit or legal requirements for the record have been met. Records may be needed to document services provided by the agency and access/use of these services by its customers. Records may be used for summary reports, system audits, system security, or other purposes.
E0056	Employee Internet Use Logs Electronic files or automated logs created to monitor and control use of the Internet by agency employees.	This series consists of electronic files or automated logs created to monitor and control use of the Internet by agency employees. These records may include services provided via an agency gopher site, FTP (file transfer protocol), or World Wide Web site, or via agency Telnet services. This series may be needed to document services provided by the agency and access/use of these services by its customers. Records may be used for summary reports, system audits, system security, or other purposes. (Related records E0028, E0029, E0030, E0034, E0036, E0052, E0053, E0055)		Retain until no longer useful, but not before any appropriate review and verification. Records may be needed for audits, system security, summary reports, planning, or other purposes.